



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-15, Statement of Earnings and Leave (EARN) and IRS Form W-2, Wage and Tax Statement, Added to the Reporting Center

Date: December 23, 2005

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce that effective immediately, the Statement of Earnings and Leave (EARN) and Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement, data is now available through the Reporting Center on the Financial Reports menu. The Reporting Center can be accessed from the Application Launchpad on the National Finance Center's (NFC) Web site at www.nfc.usda.gov.

System for the Statement of Earnings and Leave (EARN)

EARN will be sunset approximately six months following the Statement of Earnings and Leave becoming available on the Reporting Center. All EARN data from Pay Period 26, 2002, forward will be available through the Reporting Center.

W-2 Online Processing System (WTWO)

The print and view features of the client/server WTWO System will be sunset approximately six months following the W-2 Wage and Tax Statement becoming available on the Reporting Center. Agencies requiring historical W-2 data can access this data through the Reporting Center for data from 1998 forward.

NOTE: The 2005 W-2 data will not be available in the client/server WTWO System.

Search Option

A search option will be added to both the Statement of Earnings and Leave and the W-2 Wage and Tax Statement reports. This will allow users to access both reports by last name and social security number (SSN).

Print Option

When a user runs the Statement of Earnings and Leave report, the only option available on the menu will be **Run The Report**. After clicking [Go], the report will only be available for print as a pdf.

Security

Security access must be requested for all users wanting to access these reports via the Reporting Center. **NOTE:** All current Reporting Center users, even those with access to Financial Reports, will have to request access to these reports due to the nature of the data. Requests for reports should be sent by your agency NFC Security Officer via e-mail to nfc.securityofc@usda.gov or by fax to **504-253-5798**. These requests must include the following information:

- User name, SSN, and user ID
- Department name, agency name, and agency contact telephone number
- Application name (Reporting Center)
- Access to detail data (if applicable)
- Menu name (Financial Reports)
- Personnel Office Identifier (POI), if requesting access to Statement of Earnings and Leave
- POI and Organization Structure, if requesting access to W-2 Wage and Tax Statement
- Report name(s) (Statement of Earnings and Leave and/or W-2 Wage and Tax Statement)

NOTE: Agencies that do not currently have detailed data available to their Reporting Center users must submit requests through their agency management to nfc.gesdrequest@usda.gov.

Procedure

The Reporting Center procedure, which is available online at the NFC's Web site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by System Acronym**, then search for Reporting Center on the list provided.

Please refer questions about the Reporting Center to the Payroll/Personnel Call Center at **504-255-4630** or via e-mail at customer.support@usda.gov.

A handwritten signature in black ink, appearing to read "Mark J. Hazuda for".

MARK J. HAZUDA, Director
Government Employees Services Division

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